

DOCUMENT 00020

INVITATION TO BID

THIS PROJECT IS BEING ELECTRONICALLY BID; HARD COPY BIDS WILL NOT BE ACCEPTED.

1.01 RECEIPT OF GENERAL BIDS

- A. The TOWN OF GRAFTON MASSACHUSETTS (Awarding Authority), acting by and through its SELECT BOARD, invites sealed E-Bids for construction of:

**PROPOSED ENTRANCE ALTERATIONS
GRAFTON MEMORIAL MUNICIPAL CENTER**
30 Providence Road
Grafton, Massachusetts 01519

in accordance with the Bidding and Contract Documents prepared by:

DIXON SALO ARCHITECTS INC.
300 Main Street, 1st Floor
Worcester, Massachusetts 01608-1505

hereinafter referred to as Architect, shall be addressed to Awarding Authority (Owner) as follows:

TOWN OF GRAFTON SELECT BOARD
Grafton Memorial Municipal Center
30 Providence Road
Grafton, Massachusetts 01519

Attn: Evan Brassard, Town Administrator Email:
brassarde@graffton-ma.gov

by date and time specified below at which time proposals will be publicly opened and read aloud.

General Bids: **Thursday, April 8, 2021 at 2:00 PM**

B. ELECTRONICALLY BID (E-BID) REQUIREMENTS:

1. All bids shall be submitted electronically no later than the date and time specified above. Hard copy bids will not be accepted by the Awarding Authority.

1.02 DESCRIPTION OF PROJECT AND QUALIFICATIONS OF BIDDERS

- A. The Project includes accessibility renovations and appurtenant work at four (4) existing building entrances at Grafton Memorial Municipal Center as follows:

1. Entry No. 1 - Northwest Corner at Rear of Building: Furnish and install new painted galvanized steel handrail at side of stairs as indicated on the Drawings.
2. Entry No. 2 - West Side at Rear of Building: Furnish and install new painted galvanized steel handrail at side of stairs as indicated on the Drawings.

3. Entry No. 3 - West Side at Rear of Building at Senior Center Entrance: Remove existing metal platform, ramp and railings (by others). Prep for and furnish and install new concrete platform and stairs; new sloped concrete walkways; new concrete walk; new painted galvanized steel handrails at sides of stairs; and new mulch ground cover as indicated on the Drawings. (See Paragraph 1.02B., below).
 4. Entry No. 4 - Southwest side at rear of building at Senior Center Entrance: Remove deteriorated concrete at steel pipe railing post and repair the concrete surrounding the post. See Drawing and photograph on Sheet A-1.0.
- B. Work by Owner: The Owner, the Town of Grafton will arrange to have the existing metal platform, ramp, and railing at Entry No. 3 removed in advance of work in this area.
 - C. Bidder's Qualifications: The intent that the work of this Contract will be performed by a qualified contractor or General Contractor who has the required qualifications and experience to successfully perform the work and who has the required personnel, equipment, tools, and plant to successfully complete the work in accordance with the requirements of the Contract Documents. The Contractor installing this system may be the General Contractor or a qualified subcontractor capable of performing the necessary work of this Contract.
 - D. General Bidder Certification: DCAMM Certification is not required.
 - E. Estimated construction cost of this work is \$73,000.
- 1.03 REQUIRED FILED SUB-BIDS [Not Applicable].
- 1.04 SALES TAX EXEMPTION
- A Materials, equipment and supplies to be used on this project are exempt from sales tax to the extent provided by M.G.L. Chapter 66H, Section 6(f).
- 1.05 BID SECURITY
- A. Each General Bid must be accompanied by a bid security in the amount of 5% of the General Bid amount. Form of bid security shall either Certified Check or a Treasurer's or Cashier's Check issued by a responsible bank or trust company, payable to the TOWN OF GRAFTON, or a Bid Bond in (a) in a form satisfactory to the Awarding Authority, (b) with a surety company qualified to do business in the Commonwealth of Massachusetts, and (c) conditioned upon faithful performance by the principal of the agreements contained in the General Bid. Return of bid security will be in accordance with the provisions of the applicable Massachusetts General Laws.
- 1.06 PRE-BID CONFERENCE AND SITE VISIT
- A. A pre-bid conference will be held at the project site at 10:00 AM on Wednesday, February 17, 2021.
 1. Attendance at the scheduled pre-bid conference is not mandatory but is highly recommended.
 2. The Owner's Project Manager, Andrew Deschenes, as well as representative of the Architect will be in attendance.

1.07 AVAILABILITY OF THE BIDDING AND CONTRACT DOCUMENTS

- A. On-Line Accessible Bidding and Contract Documents: Bidding and Contract Documents including Bid Forms, Specifications, and Drawings are also accessible on-line for viewing and downloading at the Architect's Dropbox beginning Wednesday, February 10, 2021; Contact DIXON SALO ARCHITECTS, INC. (admin@dixonsaloarchitects.com); Telephone 508-755-0533 for access to Dropbox.
- B. Hard Printed Copies of Bidding and Contract Documents: Hard Printed Copies of Bidding and Contract Documents including Bid Forms, Specifications, and Drawings will be available for pick-up by Bidders after 10:00 AM on Wednesday, February 10, 2021, at the office of the Awarding Authority (Owner), Town of Grafton Office of the Select Board, Grafton Memorial Municipal Center, 30 Providence Road, Grafton, Massachusetts 01519.
1. Bidders may obtain Bidding and Contract Documents, Monday through Friday, 9:00 AM to 4:00 PM, at the Town of Grafton Select Board Office.
 2. No plan deposit is required for the first set of Bidding and Contract Documents. Additional sets may be purchased from the Architect at the cost established.

1.08 EXAMINATION LOCATIONS FOR BIDDING AND CONTRACT DOCUMENTS

- A. Bidding and Contract Documents including Bid Forms, Specifications, and Drawings may be examined but not removed during regular office hours at the following locations:
1. Office of the Architect
DIXON SALO ARCHITECTS, INC.
The Day Building
300 Main Street, First Floor
Worcester, Massachusetts 01608
Telephone: 508-755-0533
 2. Office of the Awarding Authority: TOWN OF GRAFTON OFFICE OF THE SELECT BOARD
Grafton Memorial Municipal Center
30 Providence Road
Grafton, Massachusetts 01519
Telephone: 508-839-5335

1.09 50% PAYMENT BOND

- A. A payment bond in an amount equal to 50 percent of the total amount of the bid with a surety company qualified to do business in the Commonwealth of Massachusetts will be required for the contract.

1.10 COMPLIANCE WITH PROVISIONS OF MASSACHUSETTS GENERAL LAWS

- A. All bids for this project are subject to applicable public bidding laws of the Commonwealth of Massachusetts, including M.G.L. c.149, §44A through 44J, as amended.
- B. The Awarding Authority is exempt from sales and federal excise tax to the extent permitted under law; bidders should not include such taxes in figuring or in references to any bid.
- C. Attention is directed to the minimum wage rates to be paid as determined by the Commissioner of Labor and Workforce Development, Division of Occupational Safety, under the provisions of Commonwealth of Massachusetts General Laws, Chapter 149, Section 26 to 27H inclusive; a copy of which is included in the Contract Documents and will be made a part of the Contract.

- D. OSHA-Approved Construction Safety and Health Training (OSHA 10-hour course): All bidders shall certify that all employees to be employed at the work site have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and that he will comply fully with all laws and regulations applicable to award of contracts subject to MGL Section 44F.
 - E. Selection of the Contractor will be based upon bidder qualifications, including evidence of past performance in similar projects, and bid price. The Contract will be awarded to the bidder deemed by the Awarding Authority to be the lowest responsible and eligible bidder in accordance with Massachusetts General Laws.
- 1.11 BIDDER'S AGREEMENT TO HOLD BID
- A. The bidder agrees that its bid shall be good and may not be withdrawn for a period of thirty (30) days, Saturdays, Sundays and legal holidays excluded, after the opening of the bids.
- 1.12 AWARD OF CONTRACT AND AWARDING AUTHORITY PROVISIONS
- A. Selection of the Contractor will be based upon bidder qualifications, including evidence of past performance in similar projects, and bid price. The contract will be awarded to the bidder deemed by the Awarding Authority to be the lowest responsible and eligible bidder in accordance with Massachusetts General Laws.
 - B. The Town of Grafton is an affirmative action/equal opportunity owner and encourages participation from certified minority and women-owned businesses.
 - C. The Awarding Authority reserves the right to waive any informalities in or to reject any or all bids, or take whatever other action may be deemed to be in the public interest to do so, and to act upon the bids and make its award in any lawful manner.

END OF DOCUMENT